

## Request for Records Disposition Authority

Records Schedule Number DAA-0237-2020-0008

Schedule Status Approved

Agency or Establishment Federal Aviation Administration

Record Group / Scheduling Group Records of the Federal Aviation Administration

Records Schedule applies to Agency-wide

Schedule Subject Flight Operation Management System (FOMS) / Flight Inspection Airborne Processor Application (FIAPA)

Internal agency concurrences will be provided No

### Background Information

Flight Operations Management Systems (FOMS) is a customized modern flight automation system created to support FAA Flight Program Operations (ATO/AJF). FOMS is the primary application used to manage all FAA flight missions including electronic scheduling of flight inspection missions, managing the inspection process, dispatching and flight following all Flight Program Operations Flights and the dissemination of post flight inspections.

There are four sub-applications within FOMS:  
Flight Information Tracking System (FITS)  
Flight Management Daily Flight Log (FMDFL)  
Flight Inspection Report Processing System (FIRPS)  
Fuel Billing Reconciliation (FBR)

The FITS module manages scheduling, the inspection objects, tasks, and program codes to calculate periodicity and checks due.

FMDFL manages the mission authorizations and the dispatching of aircraft.

FIRPS automates the workflow of flight inspections reporting from creation, storage, and retrieval of flight inspection reports, storage and retrieval of FIAPA data. Flight inspection information is manually retrieved via removable drive from FIAPA, an ATO software. Records generated are stored in FIRPS and maintained in Flight Inspection Report Files.

FBR tracks all of the aircraft servicing and fuel ticketing to reconciliation.

FOMS Maintains a Mobile Application which is an external interface. FOMS Mobile application offers FAA Flight Inspection crew members a convenient option for referencing itineraries and datasheets, completing and submitting daily flight logs, and completing and approving Risk Assessment forms on their government-managed mobile devices. The Mobile API maintains classified certificates and 2 factor authentication.

Addition: Under FOMS Umbrella - Flight Program Operations, Aircraft Engineering Team, provides Flight Inspection Airborne Processor Application (FIAPA) ATO Software –  
Records of FIAPA are retained in FOMS/FITS/FIRPS  
FIAPA is a complex scientific software application designed to collect, analyze, and log flight inspection data for the purposes of evaluating the usability of navigational aids and procedures. FIAPA will be used in a flight inspection aircraft environment, a desktop environment, and a field/facility environment on a laptop.

Item Count

| Number of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |
|-----------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| 5                                 | 0                                     | 5                                     | 0                                     |

GAO Approval

## Outline of Records Schedule Items for DAA-0237-2020-0008

| Sequence Number |  |
|-----------------|--|
| 1               | <b>Master File for FOMS</b><br>Disposition Authority Number: DAA-0237-2020-0008-0001                                     |
| 2               | <b>Flight Inspection Report Processing System</b><br>Disposition Authority Number: DAA-0237-2020-0008-0002               |
| 3               | <b>Fuel Billing Reconciliation (FBR)</b><br>Disposition Authority Number: DAA-0237-2020-0008-0003                        |
| 4               | <b>Flight Inspection Airborne Processor Application (FIAPA)</b><br>Disposition Authority Number: DAA-0237-2020-0008-0004 |
| 5               | <b>Flight Inspection Recordings and Associated Data</b><br>Disposition Authority Number: DAA-0237-2020-0008-0005         |

## Records Schedule Items

| Sequence Number |   |
|-----------------|---|
| 1               | <p><b>Master File for FOMS</b></p> <p>Disposition Authority Number      <b>DAA-0237-2020-0008-0001</b></p> <p>FOMS is a customized modern flight automation system created to support FAA Flight Program Operations (ATO/AJF). This system provides an application that manages and executes flight inspection operations. FOMS provides access to flight inspection scheduling information, and inspection history information. This includes but not limited to, data related to Daily Flight Logs, Codes, and Flight Dispatch records. Flight Dispatch Records consist of aircraft tail number, crew, date, weather, NOTAMS (Notices to Airmen), Temporary Flight Restrictions, weight and balance data, crew duty day and flight times.</p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                                <b>Active</b></p> <p>Is this item media neutral?            <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?        <b>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data?                            <b>No</b></p> <p>GRS or Superseded Authority Citation      <b>N1-237-09-02/1/a<br/>N1-237-09-02/1/b</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                        <b>Cutoff at the end of each calendar year</b></p> <p>Retention Period                         <b>Destroy 10 year(s) after cutoff</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                              <b>Not Required</b></p> |
| 2               | <p><b>Flight Inspection Report Processing System</b></p> <p>Disposition Authority Number      <b>DAA-0237-2020-0008-0002</b></p> <p>Automates the workflow of the flight inspection reporting and creation storage and retrieval of Flight Inspection reports. FIRPS is associated with Flight Inspection Report Files: Reports of flight inspection of aids to air navigation and related data. All flight inspection filed offices shall forward original flight inspection reports and recordings to FAA Flight Program Operation Office. Information includes</p>   |

commissioning and re-categorization inspection records generated when the facility's equipment is modified or changed and periodic, special, and surveillance flight inspection records.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? No

GRS or Superseded Authority Citation N1-237-09-05/1/a  
N1-237-03-2/1A/1  
N1-237-03-2/1A/2

#### Disposition Instruction

Cutoff Instruction Cutoff at the end of the calendar year

Retention Period Information is maintained for the life of the facility. Migrate information when system is upgraded or replaced. Cutoff at the end of each Calendar Year in which the facility is decommissioned. Destroy/Delete 5 years following the cutoff.

#### Additional Information

GAO Approval Not Required

#### Fuel Billing Reconciliation (FBR)

Disposition Authority Number DAA-0237-2020-0008-0003

Tracks all of the aircraft servicing and fuel ticketing from creating invoices to reconciliation FBR is associated with Aircraft Fuel Expense Reconciliation: These records consist of but not limited to Defense Finance and Accounting Service Email Information, purchase invoices, Fuel receipts, and Fuel Transaction Reports.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

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|   |   |  |
|---|---|--|
| 4   | Do any of the records covered by this item exist as structured electronic data?   | No   |
|   | GRS or Superseded Authority Citation  | N1-237-09-04/1/a<br>N1-237-09-04/1/b<br>N1-237-09-04/1/c<br>N1-237-09-04/1/d |
|   | <b>Disposition Instruction</b>  |  |
|   | Cutoff Instruction  | Cutoff at the end of the fiscal year   |
|   | Retention Period  | Destroy 6 year(s) and 3 month(s) after cutoff                                |
|   | <b>Additional Information</b>   |  |
|   | GAO Approval  | Not Required   |
|   | <b>Flight Inspection Airborne Processor Application (FIAPA)</b>   |  |
|   | Disposition Authority Number  | DAA-0237-2020-0008-0004  |
|   | <p>FIAPA was created for (ATO/AJF). FIAPA is a complex scientific software application designed to collect, process, analyze, and log flight inspection data for the purposes of evaluating the usability of navigational aids and procedures. FIAPA provides data and log files between the airborne system and ground components of flight inspections to FOMS. Raw data is uploaded to FOMS Itineraries using an FAA provided removable data storage device and linked to FIRPS. Auto population and internal file manipulation distributes files to FITS and FIRPS.</p> |  |
|   | Final Disposition   | Temporary  |
|   | Item Status   | Active   |
|   | Is this item media neutral?   | Yes  |
|   | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?   | No   |
|   | <b>Disposition Instruction</b>  |  |
| Cutoff Instruction                                      | Cutoff at the end of the fiscal year.   |  |
| Retention Period  | Destroy 5 year(s) after Cutoff  |  |
| <b>Additional Information</b>                           |   |  |
| GAO Approval  | Not Required  |  |
| <b>Flight Inspection Recordings and Associated Data</b> |   |  |
| Disposition Authority Number                            | DAA-0237-2020-0008-0005   |  |

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Associated data may include inspection worksheets, polar plots of coverage patterns, error curve graphs, horizon profiles, site drawings, topographic charts, instrument approach/departure procedure charts, photographs, data sheets, aircraft logbooks, audio recordings, and data logger files.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? No

GRS or Superseded Authority Citation  
N1-237-03-02/1B/1  
N1-237-03-02/1B/2  
N1-237-03-02/1B/3  
N1-237-03-02/1B/4  
N1-237-03-02/2/A  
N1-237-03-02/2/B

Disposition Instruction

Cutoff Instruction cutoff at the end of the calendar year

Retention Period Information is maintained for the life of the facility. Migrate information when system is upgraded or replaced. Cutoff at the end of each Calendar Year in which the facility is decommissioned. Destroy/Delete 5 years following the cutoff

Additional Information

GAO Approval Not Required

## Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

## Signatory Information

| Date       | Action                   | By               | Title                                   | Organization  |
|------------|--------------------------|------------------|---|---|
| 03/02/2020 | Certify                  | Richard Allen    | Records manager                         | FAA - FAA   |
| 06/10/2020 | Return for Revision      | Carly Docca      | Archives Specialist                     | National Archives and Records Administration - ACRA   |
| 07/22/2020 | Submit For Certification | Richard Allen    | Records manager                         | FAA - FAA   |
| 07/31/2020 | Certify                  | Richard Allen    | Records manager                         | FAA - FAA   |
| 09/28/2021 | Submit for Concurrence   | Carly Docca      | Archives Specialist                     | National Archives and Records Administration - ACRA   |
| 10/12/2021 | Concur                   | Margaret Hawkins | Director of Records Management Services | National Records Management Program - ACNR Records Management Services                      |
| 10/15/2021 | Concur                   | Laurence Brewer  | Chief Records Officer                   | National Records and Archives Administration - National Records and Archives Administration |
| 10/26/2021 | Approve                  | David Ferriero   | Archivist of the United States          | Office of the Archivist - Office of the Archivist   |